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# IT Plan – Agency Submitted

**190** RETIREMENT AND INVESTMENT OFFICE

**Version:** 2007-B-01-00190

**Project:** Infrastructure

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Date: 10/12/2006

Time: 9:43:08 AM

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## Agency IT Overview

The Retirement and Investment Office has an IT department consisting of two full time equivalent (FTE) positions. These positions are responsible for all hardware and software functions within the agency. The agency has 17 total FTE positions, each having a PC workstation at his or her desk. The agency runs Windows XP operating system. In addition to Microsoft Office, we also have a variety of software applications used in the administration of the Teachers' Fund for Retirement pension plan and the State Investment Board investment program.

Approximately 1/3 of our IT budget is the maintenance contract for our CPAS pension administration software. This contract includes support and programming for a specified number of hours each year.

Our ITD data processing costs are mainly for data storage and records management on ITD's servers. Data stored includes CPAS data as well as imaged records pertaining to the Teachers' Fund for Retirement. ConnectND costs and user access is also included.

Other IT costs include telephone service through ITD, IT software and supplies and repairs.

## Agency IT Plan Contact Data

Gary Vetter 701-328-9879

## Agency Technology Goals And Objectives

We will support our agency's goals through the most efficient and effective application of information technology. We will participate in the state's personal computer replacement schedule program and any other directives recommended by the state's Information Technology Department.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 17  
Number of desktops for which you are requesting replacement funding: 17  
Average replacement cost/desktop: 1,150

3. Total number of laptop computers: 2  
Number of laptops for which you are requesting replacement funding: 0  
Average replacement cost/laptop: 0

What state planning region are these desktop/laptop computers located?

Region 1	0	2	0	3	0	4	0	5	0	6	0	7	19	8	0
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4. What percentage of these pcs are running the following operating systems:

(total should be equal to 100%)

Windows 98	0 %
Windows NT	0 %
Windows 2000	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

## Agency Technology Activities

The Retirement and Investment Office employs two IT professionals to manage the IT affairs of the agency. They are responsible for the day-to-day management of all of our technology equipment and software. We have 17 personal computers and 2 laptop computers. The replacement schedule for the PCs will be 100% every 3 years. However, to balance out the cost, we will replace half of the PCs at the end of one biennium and the other half at the beginning of the next on a three year rotation. This method will result in replacing all PCs in the middle of every third biennium. We will begin this cycle by replacing all 17 PCs in the middle of the 07-09 biennium (June 2008) and then half at the end of the 09-11 biennium (June 2011) and the other half at the beginning of the 11-13 biennium (July 2011). This replacement schedule will assist our IT staff in managing the agency's IT equipment as all staff will have the same equipment at the same time. This schedule is slightly more aggressive than the more common four year cycle, however, we feel we need to keep updated on more powerful PCs in order to best utilize our retirement administration system.

The replacement schedule for the laptop computers will be every two years. These computers are used by our retirement benefits counselors when they travel around the state giving presentations and benefit counseling sessions to our membership. Again, more powerful computers are needed to run the retirement administration software needed to give up-to-date account information to our membership during one-on-one counseling sessions throughout the state.

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The agency recently purchased and installed an off the shelf pension administration software package from CPAS. The agency went "live" on this system in September 2005 and is currently working through the first year of operations on the system. The IT staff has been highly involved in the testing, migration and implementation of this system and continues to spend a large majority of their time in this area. Going forward, it is expected that the IT staff will be utilized to create reports from the system, assist in troubleshooting, and apply updates as needed. In addition to the CPAS system, the pension plan also uses FileNet imaging software to scan and archive documents related to member retirement accounts. This software was also upgraded in the previous year as ITD no longer supported the previous version of imaging software used by the agency.

The agency also utilizes Microsoft Great Plains general ledger software for posting accounting entries and generating financial statements for all of the clients of the SIB as well as the agency. It is anticipated that we will be upgrading this software in the next biennium as Microsoft will no longer be supporting the version we currently use. The IT staff will be responsible for upgrading and migrating the current data to the new version.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	\$0	\$177,072	\$0	\$177,072	\$0
IT5111	ADDITIONAL SALARIES	\$163,656	\$0	\$0	\$0	\$0
IT5160	FRINGE BENEFITS	\$0	\$56,952	\$0	\$56,952	\$0
IT5161	ADDITIONAL FRINGE BENEFITS	\$51,546	\$0	\$0	\$0	\$0
IT5310	IT SOFTWARE AND SUPPLIES	\$4,125	\$6,200	\$0	\$6,200	\$6,750
IT5510	IT EQUIPMENT UNDER \$5000	\$27,800	\$26,850	\$0	\$26,850	\$26,700
IT6010	IT DATA PROCESSING	\$104,118	\$108,960	\$0	\$108,960	\$101,200
IT6020	IT COMMUNICATIONS	\$20,520	\$24,120	\$0	\$24,120	\$26,500
IT6030	IT CONTRACT SERVICES & REPAIRS	\$206,050	\$212,125	\$0	\$212,125	\$212,500
	<b>Total Budget:</b>	<b>\$577,815</b>	<b>\$612,279</b>	<b>\$0</b>	<b>\$612,279</b>	<b>\$373,650</b>
207	RETIREMENT AND INVESTMENT FUND 207	\$577,815	\$612,279	\$0	\$612,279	\$373,650
	<b>Total Funding:</b>	<b>\$577,815</b>	<b>\$612,279</b>	<b>\$0</b>	<b>\$612,279</b>	<b>\$373,650</b>